

DELAWARE TRANSIT CORPORATION

POSTING NO. 022-2013

POSITION VACANCY POSTING

DATE OF POSTING October 9, 2012

CLOSING DATE October 16, 2012

METHOD OF APPLICATION: Cover Letter & Resume

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **October 16, 2012**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 238 JOB CODE #: 110

POSITION TITLE Chief Operating Officer

PAY GRADE 22 PAY RATE _____ PAY RANGE \$ 34.041922 – \$45.389230
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Statewide DEPARTMENT Chief Executive Officer's Office
SECTION Operations

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Chief Operating Officer is responsible for the overall management of the Delaware Transit Corporation's statewide fixed route and demand response service, vehicular maintenance program, facilities design and management, and ADA compliance and eligibility program. The incumbent serves as a member of the Delaware Transit Corporation's (DTC) senior management team. Senior management responsibilities include developing, planning and directing operation's programs, policies and procedures; design, construction, renovation and maintenance of all facilities and related systems; Corporate budget development; and monitoring large scale vehicle replacement and maintenance programs. The incumbent is often called upon to represent the Chief Executive Officer of DTC in matters related to operational and facilities issues.

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience based skills in managing complex and detailed functions in a large-multi-disciplined, multi-modal transit organization.

Applicants must detail all experience based skills in managing complex and detailed functions in a large-multi-disciplined, multi-modal transit organization.

2. Experience based skills in analysis and quick response, coordination and negotiation, supervision, establishing and maintaining priorities, financial and human resources management and agency representation.

Applicants must detail all experience based skills in analysis and quick response, coordination and negotiation, supervision, establishing and maintaining priorities, financial and human resources management and agency representation.

3. Experience based skills in utilizing performance management practices to accomplishing overall goals, as well as specific goals of the operation's function, leadership and motivation of employees, and communication with people at all levels in the organization.

Applicants must detail all experience based skills in utilizing performance management practices to accomplishing overall goals, as well as specific goals of the operation's function, leadership and motivation of employees, and communication with people at all levels in the organization.

4. Experience with management relations and supervisory techniques.

Applicants must detail all experience with management relations and supervisory techniques.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT_____X_____

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EQUAL OPPORTUNITY EMPLOYER

"Resume must specifically address the skills referenced in the Preferred Qualifications."